SOUVENIR
OF THE
PENMANSHIP
DEPARTMENT
ISSUED BY
The Omaha Commercial College
OMAHA, NEB.
SPENCER - STUDENT

TO THE PUBLIC.

When you receive this Souvenir you will have an opportunity of determining the character of work done at the SCHOOL OF PENMANSHIP AND PEN ART as now conducted as a department of the Omaha Commercial and Business College of Omaha, Neb. We wish you to give this work, nearly all of which was done by students, your earnest and critical attention.

We employ one of the leading penmen and pen artists, and can provide the student with facilities rarely equaled anywhere. We attach to all work done, a distinctive commercial value, and prepare those who enter this department, to use their skill in earning a livelihood. If you believe we can render you valuable service, your patronage will be rewarded by our best efforts. There is an unusual demand for both young men and women in this department of commercial training and we believe it will pay you to expend a portion of your time and money in a careful preparation for the opportunities which await you. It will not cost you a fortune. You can spend a few months with us if you will. We will give you employment which will cover your expense for board while attending the College. In fact you may be able to make enough to cover all of your expenses. Write us about it. Remember you can enter this department of our work any time. For further particulars address:

Rohrbough Bros. **Omaha, Nebraska.**

The Penmanship Department

OF THE

Omaha Commercial College

EXTENDS

GREETING

TO VISITORS OF THE TRANS MISSISSIPPI AND INTERNATIONAL EXPOSITION.

OMAHA, 1898

MIRANDA WALLER, STUDENT

OUTLINE OF OUR COURSE.

It may be of interest to you to know the different steps of progress you will make should you take our course.

The first morning you are in school you will be required to make a specimen of your work. This should be done with care. If you are to study plain writing only, this specimen will consist of a set of business capitals, a sentence or two and the date. If you are to be a student in ornamental writing and flourishing, you will be required to make a set each of business and ornamental capitals, flourish a bird, write a sentence or two, sign your name and give the date. If you are to become a pen artist, you will be required to make a drawing, usually a head. The reason why we require this work is that after students have been here for some time and have learned how to do good work, those who come to the College as visitors, upon seeing their work frequently say, "It is natural for some folks to do such work; I never could do it." We sometimes show these visitors the first specimens to remove from their minds this erroneous idea.

The student is then put to work under instructions. In writing he is taught position, movement and form; the instruction being largely personal. If he is to become a teacher in a business college, he is required to learn flourishing—not that flourishing has any value whatever, but it is attractive and is considered of value in advertising. He is also required to do an amount of work in drawing.

The student in pen art is put to drawing with either pencil or charcoal; not copying but actual drawing from models. In this manner he gets a fair idea of form and shading, and receives his first lesson in a subject he will never finish should he continue it a life time. After becoming fairly skilled in the use of pencil and charcoal he is given pen and ink and finishes his pencil sketches in ink, Next he is allowed to copy a large number of drawings in pen and ink from the work of our best newspaper and magazine artists. In this way he gets a good idea of the handling required. He is next given a chance to try his own hand at reproducing portraits in pen and ink, from half-tone copies. In this he is allowed to use his own style, which usually resembles more or less that of the artist he has been copying. He is next given a photograph from which a pen picture is required. When he can produce a good likeness in a free style, he is fairly on his way. At this point he will appreciate his improvement and will probably indulge in a hearty

CERTIFICATE OF MARRIAGE

THIS CERTIFIES,

That on the Thirtieth day of December 1869, at George Myers on Boone County Iowa, according to law, and by authority, I duly

JOINED IN MARRIAGE

James Mitchell AND Lucinda Myers

State of Iowa, } S. S.
Boone County, }

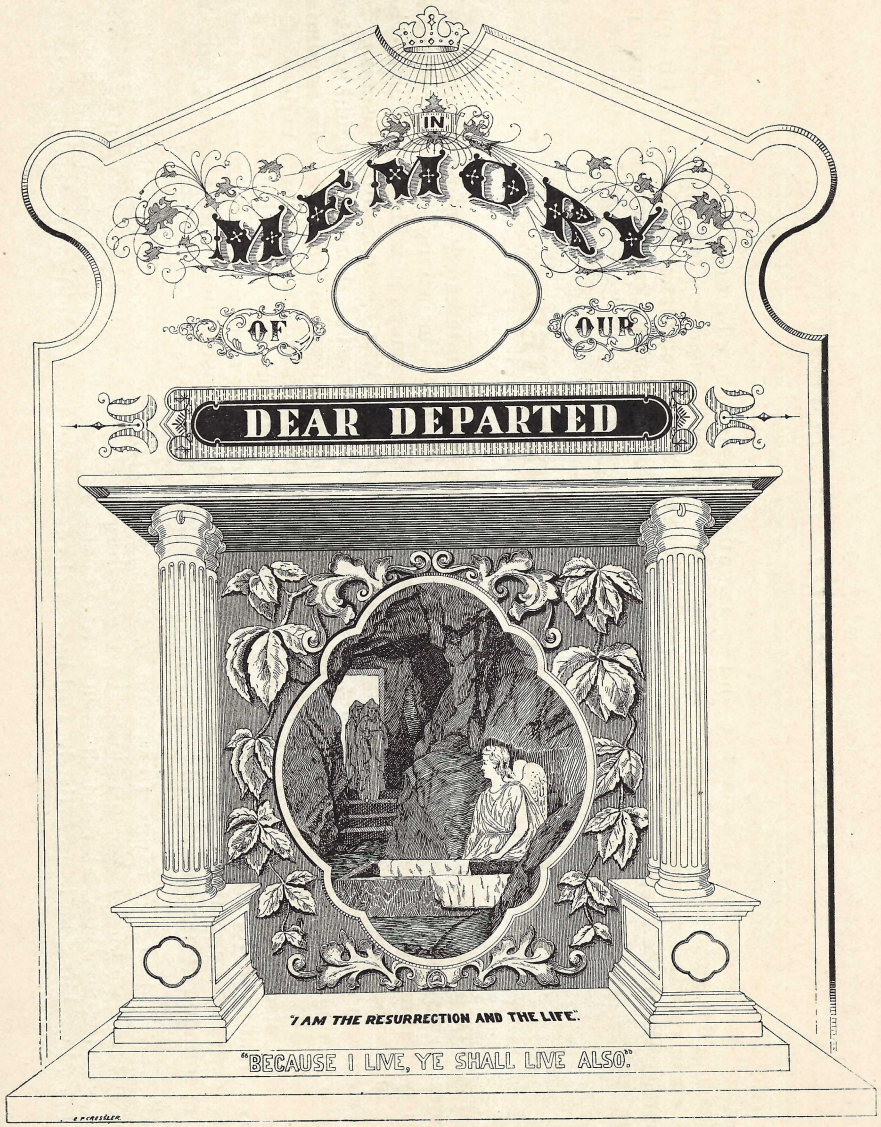
Given under my hand the 30th. day of December A. D. 1869.

Rev. H. Reynolds

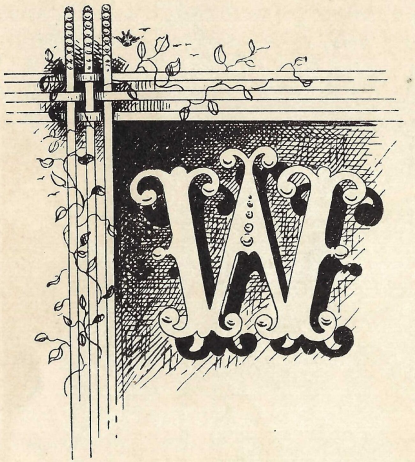
laugh if permitted to see the portrait made the day he entered school. He will next be given some designs in letter heads, business cards, etc. to copy, after which he will be given the text of a letter head and be required to make a design for himself. This usually seems a very easy task until he has tried it. He makes a pencil sketch and presents it to the teacher; its defects are pointed out and he is told to try again. This specimen is criticised in like manner, and so on until he has produced a sketch that may be developed into a pleasing design. This may take several days. Mr. Clausen's business card, found on another page, was evolved in just this manner, and his first sketch bore very little resemblance to the beautiful copy presented here. We make a specialty of preparing students to do engrossing, card writing, specimens for engraving, etc.

CORRESPONDENCE SOLICITED.

We would be pleased to have every reader of this Souvenir who is interested in penmanship or who thinks there is any possibility of his ever attending school, to write to us asking us any questions which are not answered in this Souvenir. We also wish to secure a list of names and addresses of young people who are likely to become students in commercial colleges, whether in the Penmanship, Business, Shorthand or Telegraph departments. In sending lists please mark the names of those who would be likely to take special penmanship, as we wish to send them a special kind of advertising matter. To anyone sending us a list of fifty new names, we will send a half dozen elegantly written cards, using a variety of styles of penmanship, also a flourished bird. Please select the names with care and write the addresses in a plain hand. We wish to invite all our readers to visit the College whenever an opportunity offers, and we shall take great pleasure in explaining to you personally, our methods of instruction and showing you many beautiful specimens of penmanship.


IN
MEMORY
OF
OUR
DEAR DEPARTED
"I AM THE RESURRECTION AND THE LIFE."
"BECAUSE I LIVE, YE SHALL LIVE ALSO."

HOW TO STUDY PENMANSHIP.

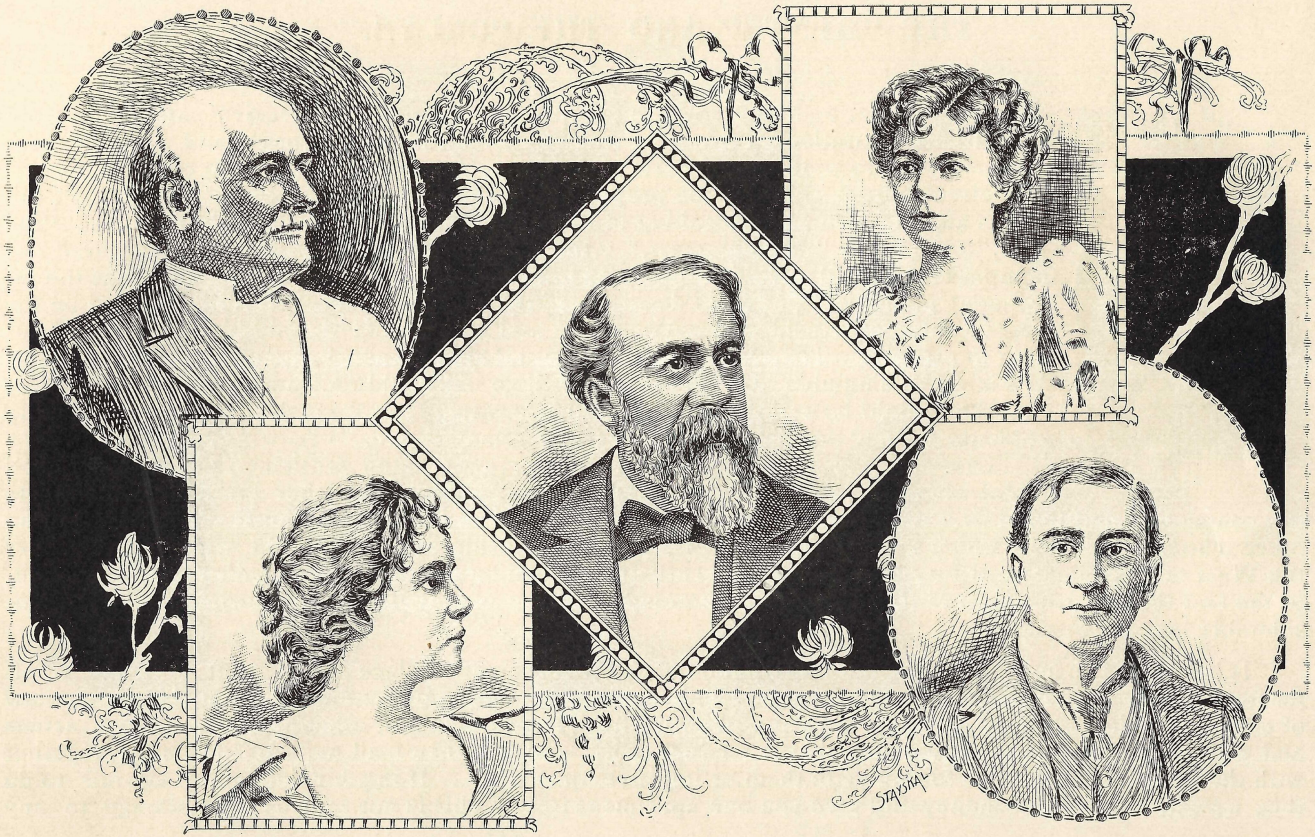


E wish to make a few suggestions for the careful consideration of young people who are interested in Penmanship, and who expect. some time in the not far distant future, to make it a study. In the first place have a definite end in view. Some students take such studies as painting, music, penmanship, elocution and the like, as a mere pastime, without expecting to reap any particular benefit.

In this age of business the rich only, if any, can afford to take such studies merely to pass away the time. If you do not expect to reach a high standard, our advice would be to let it alone. The country is flooded with men of all professions who have spent considerable time in study but who are not well enough qualified to enter into successful competition with others who have thrown their very souls into the work.

There are several objective points, any of which are well worth the time of their acquirement. First, it pays to be a good business writer; but if business writing is the end to be sought the student should not spend his time in flourishing, scroll making, etc., as this time will be almost wholly wasted. We advise students to let the ornamental style alone unless they expect to become experts. Second, the student may aim to become a teacher. If so, the course he ought to pursue is naturally different from that to be followed by one who simply wishes to acquire a plain business hand. In our article on "Qualifications of Teachers," the reader will find a full explanation of our views on this subject.

Again, the student may aspire to become a newspaper artist or designer; in which case instead of spending his time on business or ornamental penmanship, he should devote himself to drawing or designing and should study the work of the leading artists in this line. Newspapers do not employ a man for his fine penmanship, but if he is an artist he will have a chance to display his skill in the leading publications.

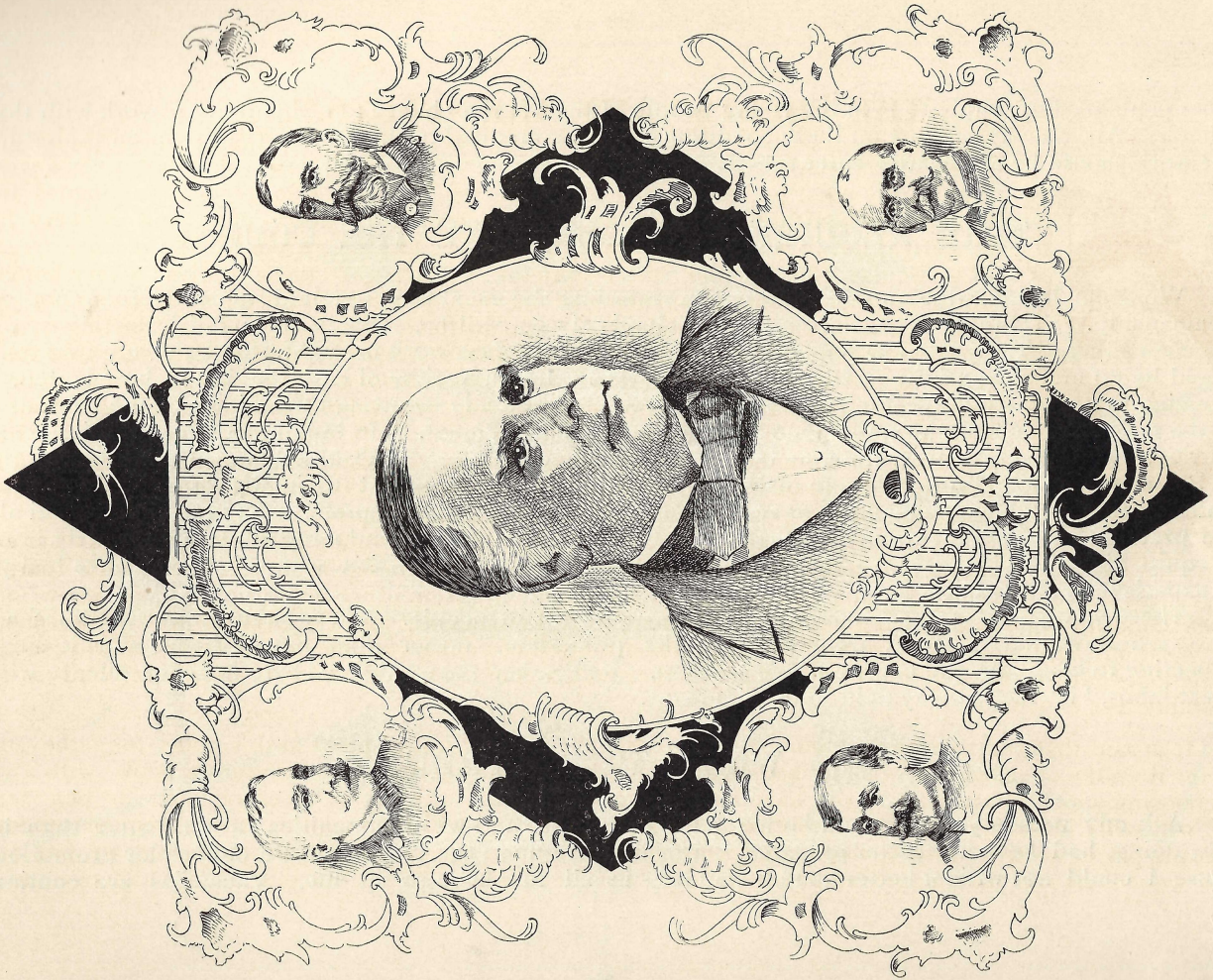

STAYSTAL

THE "BESTS" AND THE "ONLYS."

IT certainly must be bewildering to prospective students who receive catalogues from the various institutions of learning, when they read on every page and in every line, in spirit if not in words, "the best," "verily, we are the people." We recently received a circular from a school, the proprietor of which gave these "onlys" a very hard rub but in another column in speaking of his own products he used such terms as "the best," "the latest," "the plainest," " the swiftest," etc., etc. We are willing that our competitors should advertise in this manner if they like, and we feel sure that the intelligent public will put them down where they belong. We do not claim to be the best or only penmanship school on earth, and any school that does will find itself unable to prove it. There are many schools and many penmen who excel in certain lines. We know of a number of competitors to whom we could recommend students and feel that they would be well cared for. While granting this we claim to be able to qualify students for any position to which a penman may aspire.

Our course is thorough and complete, and young gentlemen and ladies of good moral character, energy and a fair degree of ability in other lines, who complete our course will find themselves able to compete with the students from other institutions. We know of no other school in the West which gives as much attention to Penmanship and Pen Art as we. We consider the West our legitimate territory and we invite the attention of young gentlemen and ladies of this section, to the fact that we are prepared to give them as thorough a course as they can get elsewhere, and at considerably less expense.

It is said that comparisons are odious, but we believe it is not out of place at this point to make an offer for the sake of those who wish to investigate and compare the merits of the different schools with a view of choosing which to attend. If you have any penwork fresh from the pen of other penmen or pen artists and will write inquiring the price they charge for such work, and will then mail us the specimens together with the price, we will agree to duplicate them or improve upon them. If in your judgment we fail to do this, we will refund your money and give you our specimens free. This is not said as a challenge to any



other penman, but simply to give the young people of the West a chance to compare our work with that of others. All monies sent us on these conditions, will be credited to the sender on tuition, on the return of our work should he afterwards enter school.

TIME REQUIRED TO COMPLETE THE COURSE.

We deem it advisable to say a few words regarding the usual time required to complete a course in Penmanship. There always have been, and probably always will be, schools that publish statements which are misleading. They claim to prepare students to do first-class work in eight, ten or twelve weeks. It would be no more absurd for a farmer to claim that he had a variety of corn that could be planted, germinated, matured and ready for grinding in one week. Any study requiring the training of the hand as well as the mind, requires a reasonable time for growth and development. In building a house the job can be hurried, but in raising a tree, time, as well as favorable conditions, is absolutely essential. The beginner in Penmanship should not expect to make himself sufficiently proficient to justify him in thrusting his claim on the public in less than ten or twelve months. Inasmuch as the profession is advancing, and all of the practitioners are acquiring increased skill, the beginner must spend more time than formerly in order to equip himself sufficiently to obtain employment when in competition with others who have had years of experience and practice.

These words may sound discouraging to a certain class of people. We would prefer to deter a few who are unwilling to work, from entering the profession, rather than have them enter it blinldy, expecting to complete the course in a few weeks. Remember the maxim, "There is no excellence without great labor," is true in every field of development.

WHEN TO PREPARE.

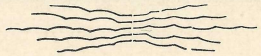
Ask any person you may and he will tell you that he has had opportunities to do better than he is now doing, had he been better prepared. The stenographer says, "I just lost a chance for promotion because I could not write a better hand." So it is in all the callings of life. Vacancies are continually

Penman

occurring; but they are usually filled by those who are best qualified. When the vacancy occurs there is no time to prepare for it. Right at this point many students make a mistake. They frequently write us and say, "If you will guarantee me a position I will enter school." While there is no reason to doubt that any student who thoroughly prepares himself, will secure a position within a reasonable time, still no reputable school can, in our opinion, guarantee positions as soon as the course is completed. Some people always wait till "next year," and so it goes year after year. Positions by the dozen are offered but they are not prepared to take them. We have had twice as many chances to place students this year as we have had students who were sufficiently qualified to fill them, Six months or a year, or two years, does not look very long when it is past, but when it is in the future it looks long to some people.

We have frequently sent students who were not graduates, to take positions, and in every case they have given satisfaction. This shows what a demand there is for teachers Let us give you a little piece of advice. Prepare yourself thoroughly for a good position. Although there may not be a position waiting at present, probably half a dozen will come and go before you can possibly fit yourself for them.

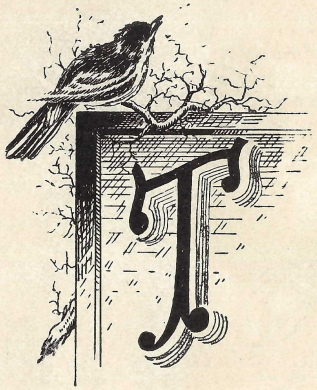
If you are made of the right material you will work for your board and room rather than delay the matter. Two young men live in the same neighborhood. Each receives one of our Catalogues. Each decides he would like to take a course in penmanship. Neither has sufficient money to pay tuition, board and room. The one decides to defray a portion of his expenses by working while in school. He gets a sufficient amount of money together to pay his tuition, and a little more for traveling expenses and comes to school, works his way, spends a profitable year and the next year gets employment. The other thinks this will be too much of a task and waits for something to turn up, says he hopes he can come next year. When the next year comes he is probably no better off than before and he delays the matter again. His comrade is getting a great start of him in the world. After two years he gets discouraged and says there is no use trying. His wide-awake companion is so far ahead of him he can not expect to rank with him for years, so the matter is dropped altogether.



Lessons
BY
MAIL.
INSTRUCTION
IN
Penmanship AND
ILLUSTRATIVE ART.
ENGROSSING
DESIGNING
CARD WRITING.
HENRY CLAUSEN,
Pen Artist.

Flourishing

TIME TO ENTER.



THE usual time to complete a course in penmanship is ten or twelve months. When you can come and attend continuously we would advise you to enter in September. This will enable you to finish the work in good time for a position the next school year It is frequently the case that our students are teachers in public schools. In this case it is advisable to enter in the spring and spend the summer with us. They can then continue their teaching in the public school during the fall and winter and in the spring of the second year come back and complete their course. In some respects this is a more desirable way than the first, it gives the necessary element of time which is required for development of strength and skill. After spending a few months with us the beginner will know how to practice and can do a great deal of work by himself to good advantage. The above remarks are in no way intended to indicate that students may not enter at any other time. You may begin any week or school day in the year. The only difference being that by either of the above methods you probably will complete your course at a time that will not require a lapse of several months before a position can be secured. Nine out of ten of the colleges and schools employ teachers to begin with the opening of their fall term. In case you are unemployed it would be advisable to begin at once and continue your studies that much longer.

Teaching in Colleges vs. Teaching in Public Schools.

We wish to call the attention of the public school teachers to the fact that as a rule they could do much better if they were qualfiied to teach in a business college. In the first place the average salary paid teachers in colleges is larger than that paid public school teachers. Second, a business college teacher is employed twelve months in the year, whereas the public school teacher is doing well if he is employed eight or nine months in the year. Although there is a great deal of time they are idle, there is not sufficient time to get settled in any other business; hence they are practically idle during their vacation

and it usually requires all they have earned to keep them during this time. They are like a certain young man we heard of. He said it was very easy for him to balance his cash account. He simply multiplied his monthly salary by the number of months in the year. This gave him his income, and inasmuch as he always spent all he earned, it also represented his disbursments, leaving the account balanced. This is frequently the experience of public school teachers. In the next place, teachers in public schools are only hired for a few months, whereas a teacher in a college, whose work proves satisfactory, may spend year after year in the same school at steady employment and good salary. A little serious thought will make our meaning plain to any intelligent person. You say, "I am not qualified." Very well. If you are an intelligent teacher, able to secure a first or second grade certificate. you should be able to complete a business course in a very short time; not longer than one year. This in connection with a course in penmanship, would fit you to enter the ranks of commercial teachers with good prospects for advancement.

A COMMERCIAL TEACHER'S QUALIFICATOIN.

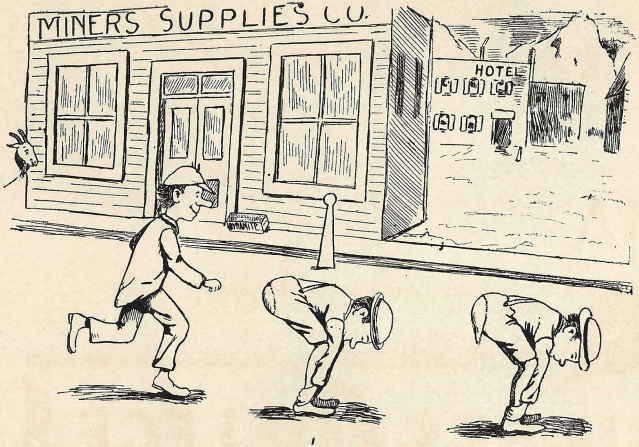
"A thing that is worth doing at all is worth doing well." The fact that this axiom is not put into practice, explains why there are so many who seemingly have fair qualifications but still are out of employment. There always was, is now and always will be, plenty of room at the top—employment for those who are fully competent. There always is work for an exceptionally fine penman, or for a thoroughly qualified teacher of other commercial branches, It frequently happens that application is made for one who, for instance, can take charge of the penmanship work and assist in the other commercial branches; in other words, all-around help is in demand. As we write this we have in mind two positions which have come to our notice very recently, where they wanted all-around teachers; not simply a good penman, or a good book-keeper, but both; and one man must fill the bill in both of these places.

If you contemplate teaching, our advice to you is to take either a Business and Penmanship Course or a Penmanship and Shorthand Course. Either of these combinations is of great value. Suppose it requires a two years' course of study, this, if it insures success in the end, will be worth much more than a one year's course with only half the chance for employment. Your penmanship ought to be brought up to a a high grade. No one thing will assist a young man more in securing employment than the ability to execute and teach penmanship in all of its branches.

STONE

A. B. C. D. E. F. G. H. I. J. K. L.
M. N. O. P. Q. R. S. T. U. V.
— W. X. Y. Z. & Co —
1234567890 —

Specimen of business writing by
H. L. Moutaw
Age 15



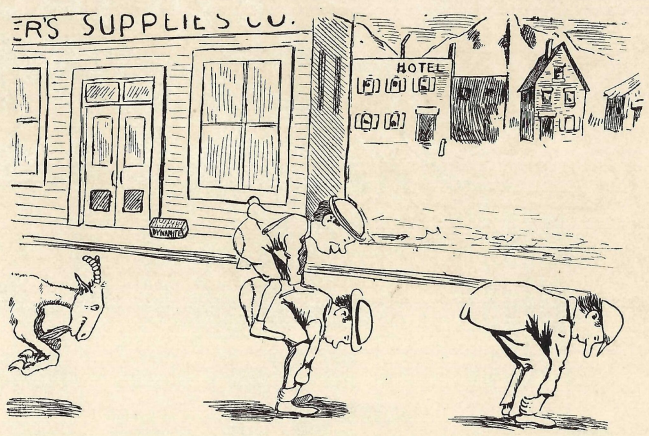
Billy Goat of Minersville, sees the boys playing leap-frog—

This series of comics was originated, designed and executed by Mr. Spencer, and shows a style of work which is of value. During the spring Mr. Spencer executed a number of cartoons bearing on the Spanish-American war, some of which were purchased by newspapers. The man who can see a funny point, or one connected with matters of great public interest, and illustrate it, need not be out of employment. We encourage students of this turn of mind, to develope themselves in this line. Some schools would make preachers of them. We no not believe in trying to make square pins fit round holes.

CARD WRITING.

We write calling cards and business cards in any style of script desired. Cards, ordinary style, furnished by us, 25c per dozen, address line 5c extra; engraver's style 40c per dozen, address line 5c extra. All orders up to $2.00 are to be accompanied by cash with order; over $2 00, half cash with order, balance when work is delivered. Satisfaction guaranteed.

Please call at the College and inspect our work. We can furnish abundant references. All mail orders should be addressed to Rohrbough Bros., 16th and Douglas Sts., Omaha, Nebr.

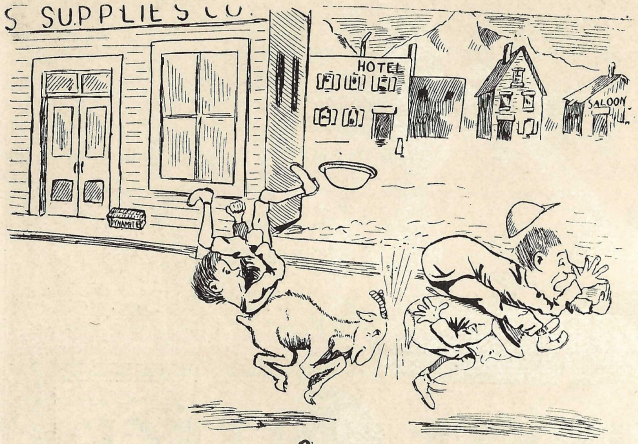


and concludes to take a hand.

M. G. ROHRBOUGH, PRES.

G. A. ROHRBOUGH, SEC. F. F. ROOSE, V. PRES.

Omaha, Neb., _____ *189*_



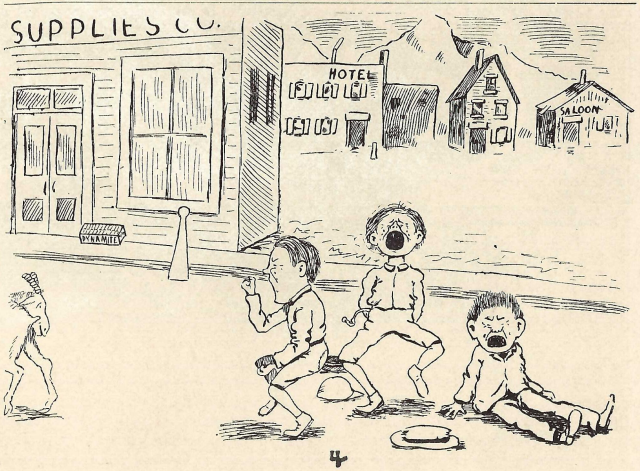
3

He strikes bottom—

Job Work.

We desire to inform the public that we are prepared to do all kinds of job pen work, such as Designing, Business Cards, Letter Heads, Advertising Cuts, etc., also engrossing Resolutions, Diplomas, Marriage Certificates, and Family Records. We make a specialty of cuts of buildings for zinc etching or half-tone plates. We can draw a bird's-eye view sketch of your plant and make a finished drawing for your engraving. We furnish cuts ready for printing when they are desired, and can do it at less cost than the customer can send his own drawings east to be engraved. We send all our drawings east to be engraved and have them done in the best manner known. We will design, draw and engrave business cards from $1.50 up, letter heads $3.00 and up, business advertising cuts at all prices, according to nature of drawing, size, etc. We make a specialty of engrossing resolutions, either for binding in album form or for framing. Resolutions of ordinary length, written in script throughout, $5.00; printed headings and display lines, plain style, $10.00. More elaborate pieces can be made costing anywhere up to $500.00.

We do all this work from 25 to 50 per cent cheaper than you can send east and get it, besides you have the opportunity of inspecting the drawings before they are engraved, and making any desired changes.



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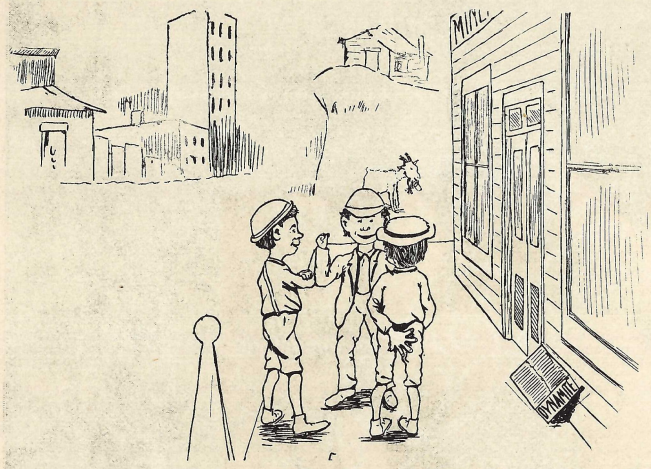
and so do the boys.



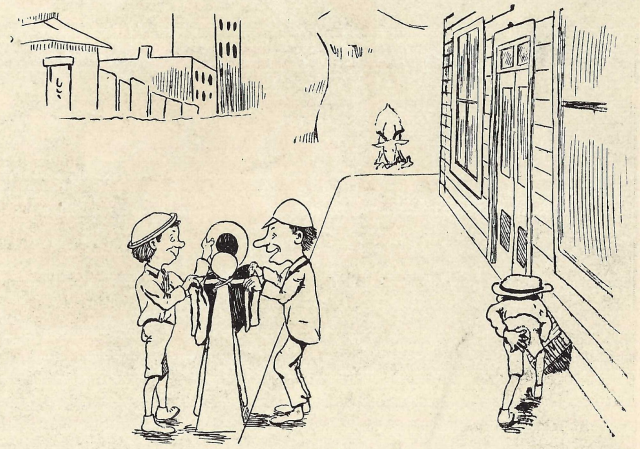
A very strong feeling is aroused, and as Billy Goat enjoys his morning repast of tin cans, Paddy Flynn suggests a plan for revenge.

BRANCHES INCLUDED.

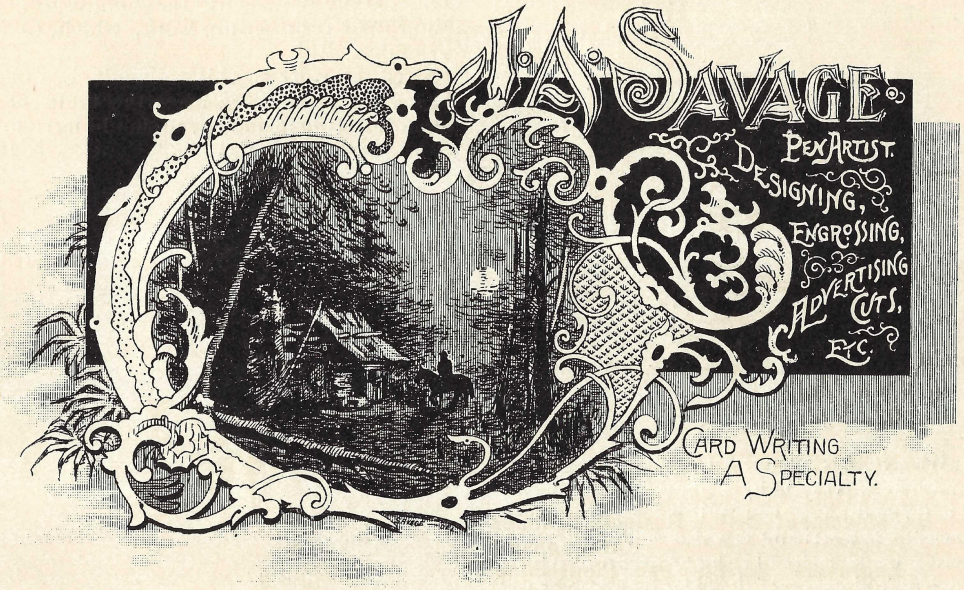
REGULAR PENMANSHIP COURSE. (REVISED)
Position Drills, Movement Drills, Business Penmanship, Card Writing, Roundhand, Backhand, Runninghand, Vertical Writing, Engravers' Script, Pen Flourishing, Freehand Drawing, Perspective Drawing, Stiple Shading, Cross-Hatch Shading, Portraiture, Wash Drawing in India Ink and Sepia, Lettering, Blackboard Writing and Drawing, Engrossing, Designing, Ross Board Work, Method of Teaching, Drill in Teaching, Preparing Script for Engraving, Enlarging pictures with Pantagraph, Enlarging Freehand.

PUBLIC SCHOOL TEACHERS' COURSE.
Plain Business Writing, including numerous drills in movement, Vertical Writing, Perspective and Freehand Drawing, Drill in Teaching.

PEN ART COURSE.
Perspective, Freehand Drawing, Portraiture, Designing, Lettering, Comics and Cartoons.



Jimmy, whose feelings have been considerably hurt, brings dynamite—


J. A. SAVAGE.
PEN ARTIST.
DESIGNING,
ENGROSSING,
ADVERTISING CUTS,
ETC.
CARD WRITING
A SPECIALTY.

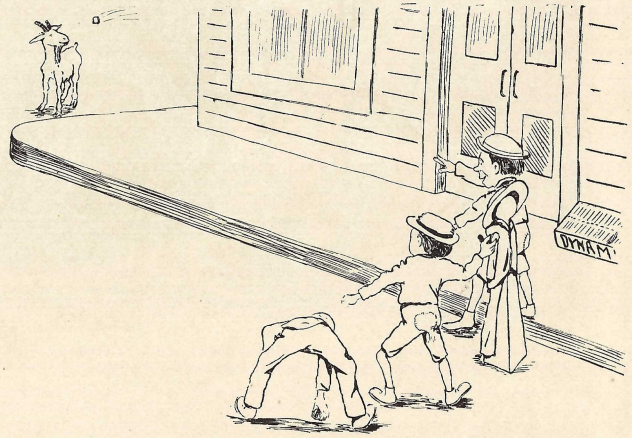
7

and Paddy ties it to the coat tail of the dummy,—

KINDS OF ENGRAVING.

There are two ways that are used more than others for reproducing penmanship. One is by a photographic, chemical process and is termed photo-engraving. By this method an exact likeness of the writing is obtained, except that fine lines are usually coarser than in the original. All the defects of form are reproduced as faithfully as photography will do it. These reproductions in no way flatter the original work. Another way is called hand engraving. This is usually done on copper plates in which the letters are cut by hand. Engravers of this class are very skilled, and are supposed to improve upon the copy to the full extent of their ability. It is not necessary for the penman to furnish even pen and ink copy for this process of engraving,—a pencil sketch is sufficient. Therefore, products of this process show the skill of the engraver, not of the penman. Many schools use these engravers' plates in advertising their penmanship work, which, to say the least, is very misleading.

All the work in this Souvenir is done by the photo-engraving process, and when the facts set forth above are taken into consideration, it should have much more weight with the prospective student than the beautifully engraved specimens so frequently seen.



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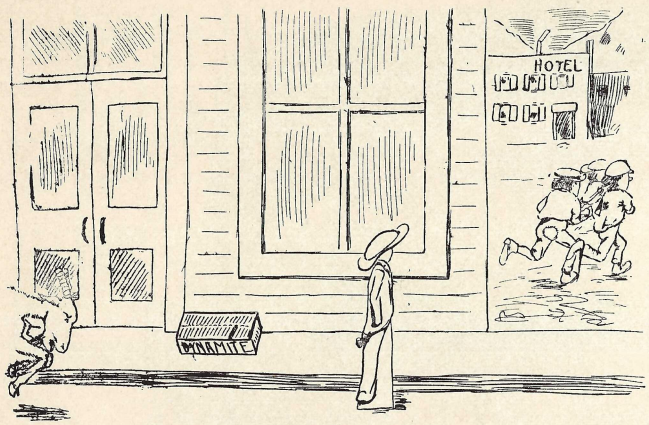
whereupon they inform Mr. Goat that they are in for another round.

THE FIRST TOOTH.



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He proceeds; they recede—

RATES OF TUITION.

REGULAR PENMANSHIP COURSE OR PEN ART COURSE.

One Month,	$10.00
Two Months,	18 00
Three Months,	25 00
Four Months,	30 00
Six Months,	40 00
Twelve Months,	60 00

SCHOOL TEACHERS' COURSE.

One Month,	$ 8 00
Two Months,	15 00
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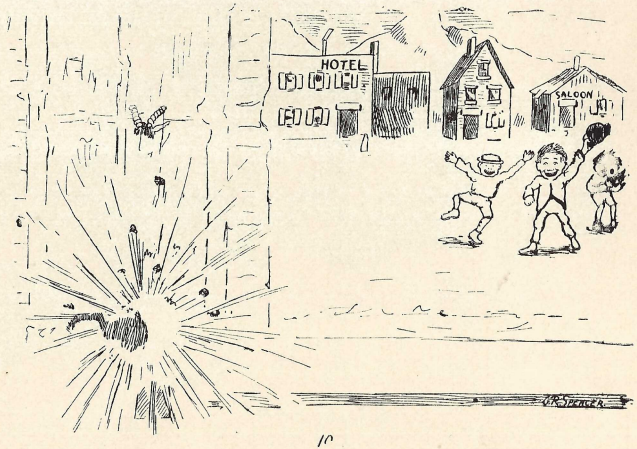
We make a specialty of teaching public school teachers to teach drawing. We have on exhibition some very creditable charcoal drawings from models, done by a teacher who came to us as a beginner and was with us only six weeks.

It usually is most convenient for teachers to take this course at some time during their summer vacation, although instruction may be had at any time. The cost of materials for this course will not exceed one dollar. Every teacher in public schools who has not had careful training in this subject, should avail himself of this opportunity.



10

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Penmanship

Good penmanship is deserving of the expenditure of time and money necessary in acquiring it. This single accomplishment has been instrumental in securing employment for thousands of young men and women

Specimen of running hand penmanship

Students who are preparing to teach, also any others who may desire, are instructed in a system of penmanship similar to this

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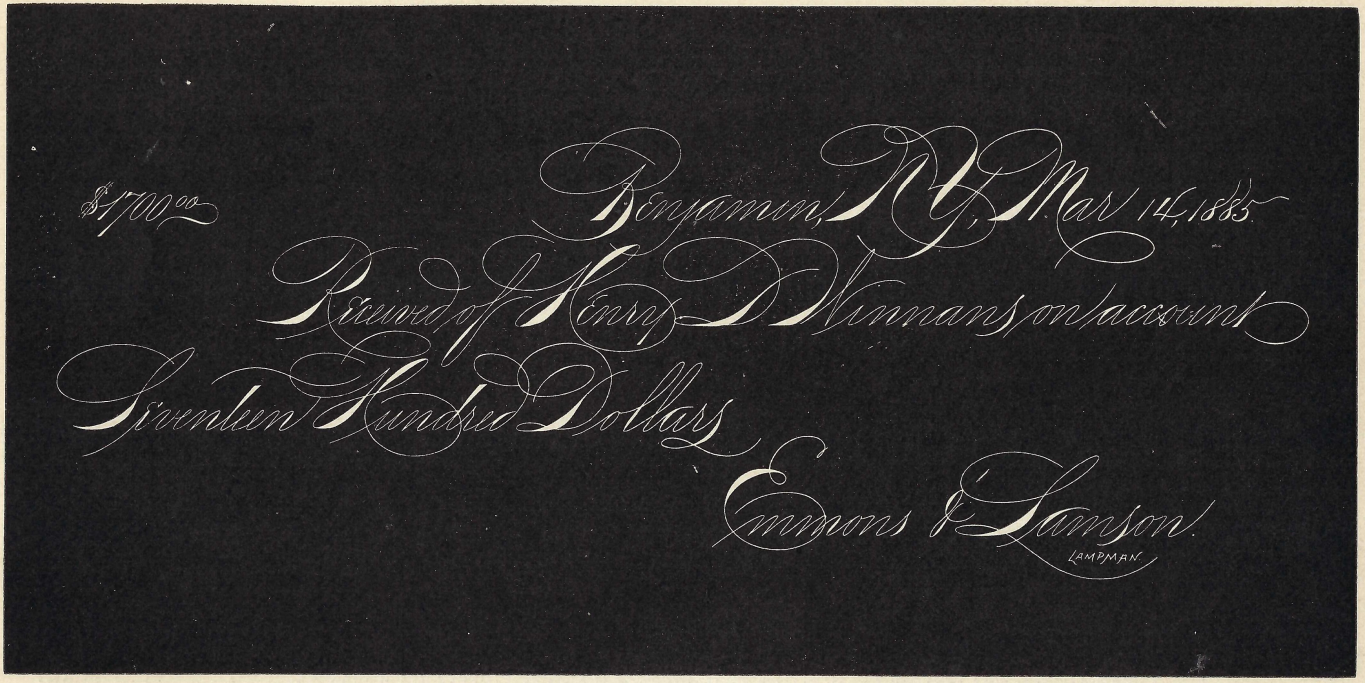
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EXPLANATION OF ENGRAVED PAGES.

PAGE 1: This design was executed by Miss Miranda Waller of Charles City, Iowa, a considerable time before she completed her course with us. It has been pronounced, by some, the prettiest page in the book. It goes to prove that ladies as well as gentlemen can acquire skill in penmanship.

PAGE 3: This design was executed by Mr. R. D. Mitchell. Mr. Mitchell secured a position just after he com leted this design, with several months of his Penmsnship course before him.

PAGE 5: This cut hardly gives an adequate idea of the beauty of the design from which it was engraved on account of the very great reduction. The original drawing fills a 22x28 card-board, and in mechanical execution and neatness is seldom excelled by our veteran penmen. This specimen will bear critical examination. Mr E. P. Cressler is the author. He is one of the boys who do things "just so", and will make a valuable man in an engraving establishment after a little more practice.

PAGE 7: The original of this design was sen. us by Mr. Joseph Stayskal, an ex-student, and gives a variety of style and finish. The coarser and more open styles are well adapted to newspaper work. The one in the center is a more careful drawing and approximates the style usually produced in engraving houses. Mr. Stayskal has the ability necessary to put him to the front in portrait work. See his other drawings in this book

PAGE 9: This page was designed and executed by Mr. Spencer, the author of the title page, and makes a very attractive piece. Mr. Spencer has a great deal of ingenuity in designing. He was only in school about six months altogether. He expects to return and complete his course as soon as possible. This is one of the beautiful designs he made while here.

PAGE 11: The author of the design given here, is a plump, smiling youth of German descent, and he is as full of push as you ever find them. He is teaching at Atlantic, Iowa. He has improved vastly in writing since doing the above. We expect to hear of his being proprietor of a business college before we are much grayer.

PAGE 13. This cut is the product of the skill of Mr. Henry Clausen, and is used as his business card. We are willing to have it compared with anything you ever saw from the pens of our old experts. It certainly is well finished and shows great care and precision.

PAGE 15. The original of this cut is a wash drawing; that is, it was made with a brush with a solution of ink. It is the work of Mr. Stayskal and taken direct from a photograph. If you examine the pages of the leading magazines you will find a great deal

PAGE 17. This engraving is made from a crayon portrait by Mr. John E. Stone. The engraving does not do justice to the original, which is a very creditable drawing.
of this kind of work.

PAGE 19. Specimen of writing by a boy of fifteen, who has had only such instructions as are given in the Regular Business Department.

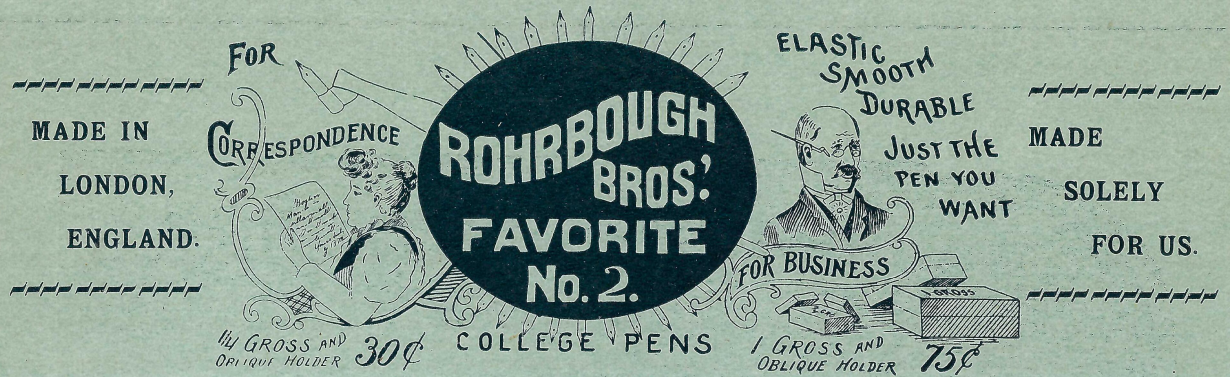
PAGE 23. This cut is from a wash drawing made by Mr. Wilson Clendening. The original is 22x28 inches in size, and is a striking picture. It is copied from a magazine and is very faithful. It represents Job in his distress. It is executed in sepia, which is of a brown tint.

PAGE 21. This cut was executed by Mr. Stayskal and presented to the College. We are using it for our letter heads. It was made without a particle of help or suggestion from us, and therefore shows Mr. Stayskal's skill. We consider it an excellent piece of work.

PAGE 27. These parents feel very happy to know that the first tooth has made its appearance. They think fondly of the future of the child, and have already written to the president of the Omaha Commercial College, asking how old students must be for admission. Dear reader, you need not smile, you were young once. This drawing was executed by Mr. E. P. Cressler.

PAGE 25. This design shows the business card of Mr. J. A. Savage. He has been employed by the Omaha Commercial College for the coming season.

People who doubt that the last three cuts; one of writing and two of flourishing, were photo-engraved from our pen and ink copy should write Blomgren Bros , of Chicago, who made the etchings for us.



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